



"People  
helping people  
help  
themselves"

Mitchell E. Daniels, Jr., Governor  
State of Indiana

***Division of Disability and Rehabilitative Services***

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To: Families, care givers, providers, advocates and all stakeholders who support individuals with disabilities in Indiana

From: Becky Selig, Director, Bureau of Quality Improvement Services  
Cindy Speer, Program Director, Outreach Services of Indiana

Date: July 27, 2009

Re: **BQIS/Outreach Services of Indiana announces new resources for individuals with disabilities and the people who support them**

Outreach Services of Indiana, a program of the Division of Disability and Rehabilitative Services (DDRS) / Bureau of Quality Improvement Services (BQIS), is pleased to announce a new resource for individuals and organizations that support people with developmental disabilities.

BQIS/Outreach has developed two resources, *Reminders* and *Fact Sheets*, to provide a general overview on a variety of topics important to supporting an individual's health and safety and to improving their quality of life. *Reminders* and *Fact Sheets* are developed by the Outreach team which consists of highly qualified medical, dental, behavioral, therapy and other industry professionals. If a particular condition or issue is identified as systemic, Outreach will make it a priority to build a series of resources around that topic.

There is no cost to access the resource materials, which are a means to present practical and pertinent information to address topics related to providing or monitoring of disability services.

**REMINDERS**

Reminders are important, timely tips such as health and safety, risk management, monthly and seasonal topics, and staff competencies. Throughout the year, we will send these brief Reminders via E-mail to individuals who are registered to receive DDRS bulletins. You may register to receive BQIS/Outreach materials from the DDRS bulletins List Serve online at <http://www.in.gov/fssa/ddrs/3894.htm>. Check the 'Quality Liaison' box to ensure that you receive Reminders and future notifications such as training opportunities and policy changes.



## FACT SHEETS

BQIS/Outreach Fact Sheets are a user-friendly source of general information on a given topic. Developed for use by individuals with disabilities, families, caregivers and providers, the Fact Sheets will not include technical or person-specific information. *Fact Sheets do not replace the advice of a medical, health care, financial advisor or other industry professional.*

*Fact Sheets will include:*

- Important facts about the topic
- Recommended actions and prevention strategies
- Learning assessment for the reader
- References and additional resources for related information

Our long-term goal is to develop a comprehensive Fact Sheet library. As Fact Sheets are finalized, they are posted online at <http://www.in.gov/fssa/ddrs/3948.htm> where you may view online or download materials for future reference. At this link, you may also click the box [*Sign-up for e-mail updates*] to receive an e-mail notice each time a new Fact Sheet is posted.

Fact Sheets available now:

- [Personal Emergency Response Systems \(PERS\)](#)
- [Recognizing Change in Status](#)
- [Signs and Symptoms Indicating a Change in Status](#)
- [Responding to Change in Status.](#)

Fact Sheets and Reminders are being developed for future release in the following categories:

- Assistive Supports & Therapies
- Behavior Supports & Therapies
- Employment
- Financial
- Health & Safety
- Lifespan Development
- Leadership
- Mental Health
- Person-Centered Planning/Individual Support Plan
- Quality Assurance/Quality Improvement
- Self-Determination
- Wellness
- Training Best Practices

## **FEEDBACK**

Our goal is for the Fact Sheets and Reminders to be as user-friendly and accessible as possible. We would like to know which topics are of interest to you and will help you with your everyday issues and challenges. We also want to know the file formats you use most often (Word, PowerPoint, PDF, audio, video, etc.) and the types of presentations (live/site-based trainings, webinars, conferences, DVDs, etc.) that best enable you to retain information.

Your feedback is very important to helping us develop support materials that best meet your needs. Please send your ideas, concerns, and suggestions through the following resources:

E-mail: [Outreach@fssa.IN.gov](mailto:Outreach@fssa.IN.gov)

Phone (Toll Free Indiana): 1-866-429-5290

BQIS Website: <http://www.in.gov/fssa/ddrs/2635.htm>

Outreach Website: <http://DDRSOutreach.IN.gov>

*Thank you.*

**Reference #: BQ20090727**